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Tips for being a successful applicant at the GOHSEP:

Before proceeding with application please read GEN-0014, Nepotism Policy below revised 12/28/09, 07/26/09:
GEN-0014, Nepotism Policy.pdf

❖ **LA Careers is an online application system that the Department of Civil Service implemented for all classified and unclassified positions on February 16, 2009. www.civilservice.la.gov**

❖ **It is important that you read the entire announcement carefully before you begin filling out the application.**

❖ *If attachments are required as outlined in the announcement, you must attach the required documents to the application as you apply at* **www.civilservice.la.gov**

❖ **You will notice "Add Attachments" wording at the bottom of the electronic application. Please attach your resume', cover letter, transcript, etc. to this area. The documents you attach have to be stored on your computer, word doc; PDF's, etc are acceptable.**

❖ **You will notice wording that says "text resume's are not accepted" please don't confuse this with the attached resume' you will need to submit. You are able to attach a resume, but your typed/text resume' into the body of the application is not accepted.**

❖ **Read the instructions carefully and follow them exactly.**

❖ **Completing the application properly is very important; the application is your first chance to present your skills to the employer. Once submitted, no corrections/revisions can be made to an application.**

❖ **Review the application for completeness and verify the required attachments are present before hitting "apply".**

❖ **You do not need to "create" a separate profile (Personal Information) for each job you wish to apply; however you will need to "apply" for each separate announcement you are interested. You will also need to attach the required documents to each application; they will not be viewable if just a part of your profile.**

❖ **You will not be able to re-submit an application for the same vacancy ensure your initial application is accurate.**

❖ **Each applicant must have his/her own account. You will not be allowed to share accounts, or have multiple accounts.**